

**BY ORDER OF THE COMMANDER
AIR EDUCATION AND TRAINING
COMMAND**



AIR FORCE INSTRUCTION 33-127

**AIR EDUCATION AND TRAINING COMMAND
Supplement 1**

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Communications and Information

**ELECTRONIC MESSAGING REGISTRATION
AND AUTHORITY**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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AFI 33-127, 1 May 1998, is supplemented as follows:

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2.4.1. (Added) A MAJCOM subregistration authority (SRA) will be appointed in writing by the HQ AETC/SC or his or her designated representative. The SRA's duty location will be within the AETC Network Operations Security Center (NOSC). A copy of an updated appointment memorandum will be submitted to the Air Force registration authority annually (or upon significant change).

2.4.2. (Added) A base-level SRA will be appointed in writing by the wing commander or his or her designated representative. The MAJCOM SRA will maintain a copy of the base-level SRA appointment memorandum.

2.4.3. (Added) The SRA position at both MAJCOM and base level is a commander-appointed additional duty. The SRA is responsible for enforcing the X.400 and X.500 naming standards established by the Air Force registration authority through administration of the X.500 directory information tree (DIT) under the SRA's span of control.

2.5. The organizational registration authority, also known as the base organizational registration authority (B-ORA), is the primary liaison between the organization and the Defense Message System (DMS) service provider for user identification and initial access. The B-ORA will verify the identity of prospective users and, in consultation with the user's supervisor, ensure the user is eligible for DMS access. The primary and alternate B-ORA will be appointed in writing by the wing commander or his or her designated representative. A copy of the B-ORA appointment memorandum will be maintained on file by the base-level SRA and within the AETC regional certification authority workstation (CAW) facility.

3.4.1.3. The base-level SRA will notify the MAJCOM SRA of any problems regarding the current registration process. In turn, the MAJCOM SRA will notify the Air Force registration authority.

3.4.4. (Added) (*Base-Level SRA*) Coordinates with the base network control center (NCC) to associate the DIT entry with a DMS Microsoft Exchange® mailbox.

3.4.5. (Added) (*Base-Level SRA*) When an X.509 certificate request form is received from the certification authority (CA), immediately posts the certificate to the DIT.

3.4.6. (Added) (*MAJCOM SRA*) Acts as liaison between the base-level SRA and the Air Force registration authority.

3.5.4. (Added) (*B-ORA*) Performs the following additional duties:

3.5.4.1. (Added) Collects information needed by the CA to create or update FORTEZZA card information. Examples of this information include allowed sensitivity level, precedence level, roles, and level of access such as release authority for organizational traffic.

3.5.4.2. (Added) Verifies the identity of the prospective user.

3.5.4.3. (Added) Ensures security clearances and levels of access of prospective users have been verified by the local security officer and the level of access does not exceed the security clearance of the prospective user.

3.5.4.4. (Added) After verifying the accuracy of information on the completed X.509 certificate request form, signs and forwards the form to the CA.

3.5.4.5. (Added) Gathers user information and coordinates with the SRA for registration of the directory distinguished name.

3.5.4.6. (Added) Receives programmed FORTEZZA cards from the CA, distributes them to the user, obtains the user's handwritten signature acknowledging receipt of the card, and sends the acknowledgement back to the CA to retain.

3.5.4.7. (Added) As user information changes (jobs, names, messaging requirements, etc.) or certificates expire, establishes procedures to make users aware of these changes. Coordinates directory updates and new certificates with the CA.

3.5.4.8. (Added) Coordinates any organizational changes with the SRA.

3.5.4.9. (Added) Ensures proper control and inventory of FORTEZZA cards in his or her possession. Notifies the CA of reported FORTEZZA card compromises.

3.5.4.10. (Added) Assists in the secure distribution of programmed FORTEZZA cards provided by the CA. Also, assists users in returning FORTEZZA cards, when required.

3.6. (Added) **Form Adopted.** AF Form 847, **Recommendation for Change of Publication.**

NOTE: The following is added to Attachment 1:

References

AFMAN 37-123, *Management of Records*

Air Force Records Disposition Schedule (RDS)

Abbreviations and Acronyms

B-ORA—base organizational registration authority

CA—certification authority

DIT—directory information tree

DMS—Defense Message System

SRA—subregistration authority

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